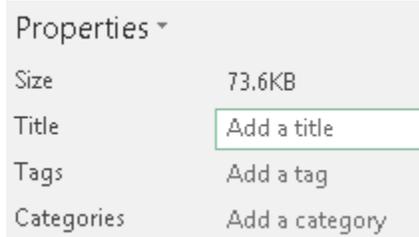


Assistive technologies may have difficulty accessing complex data sets in spreadsheets, but Excel provides tools and features to enhance accessibility.

This document has been developed to provide information about accessibility in **Microsoft Office Excel 2016**.

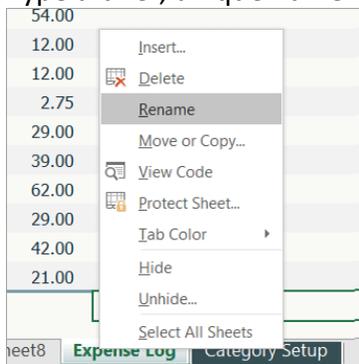
Add a proper title to the workbook.

1. Click on the File tab.
2. Enter a clear and concise title in the "Title" field.



Use unique worksheet names

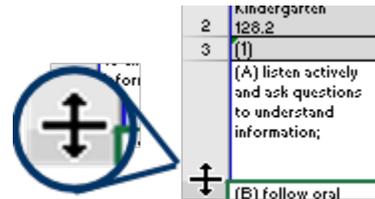
1. Right-click a sheet tab, and select Rename.
2. Type a brief, unique name for the sheet.



- Even if the workbook only has one worksheet, give the worksheet a unique name.
- Delete unused worksheets.
 1. Right-click a empty sheet tab.
 2. Select "Delete".

Adjust rows and columns for white space

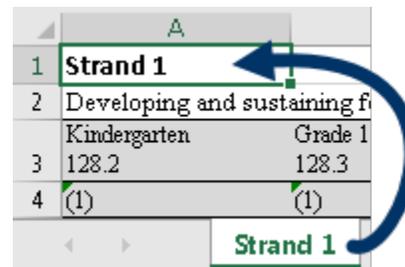
blank rows or columns in a spreadsheet may not be read by screen readers, leading users to believe that the end of the table has been reached. Adjust the rows and columns on the spreadsheet's column row with the adjusting cursor to create proper whitespace.



Place the title in the cell A1

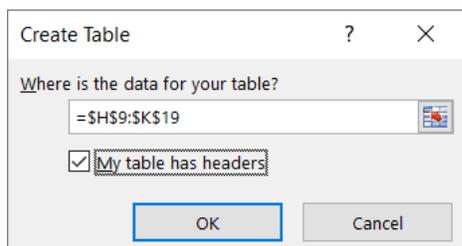
The screen reader will always read top-to-bottom and left-to-right. Place the worksheet's title in cell A1 so screen readers can announce the title before the data.

- Create a new row if need. Right click on the row 1

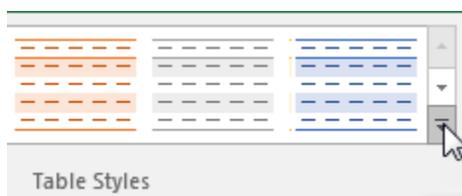


Add Table Headers

1. Select all the cells in your data table.
2. On the Insert tab, select Table.
3. Select the My table has headers check box.
4. Select OK.

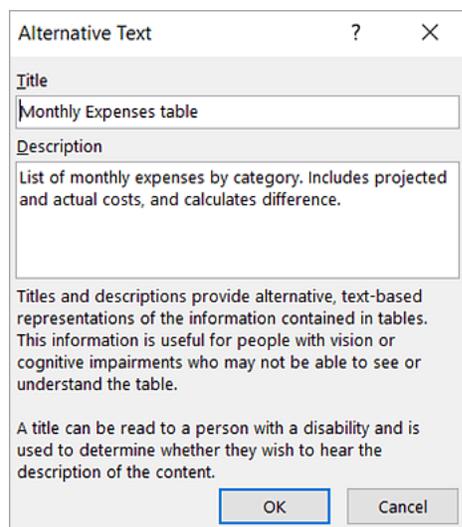


Excel makes the top cells the default headers and applies the default table style to the table. Select a new style from the “Table Style” if needed.



Add Alt Text to Tables

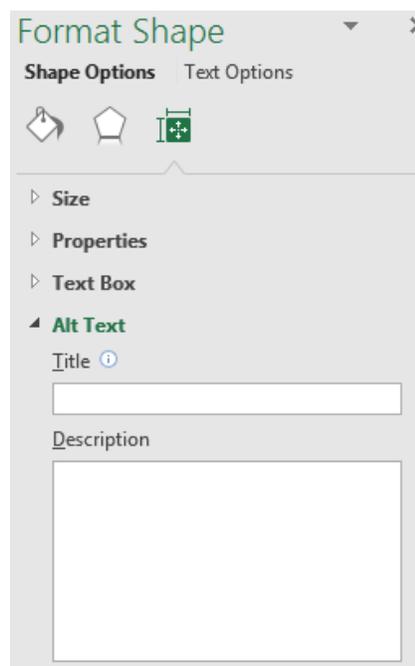
1. Right-click a table.
2. Select Table > Alternative Text.
3. Type a description and a title.
4. Click “OK”.



Add Alternative Text to all visuals

Add alternative text (alt text) to all types of visuals, such as pictures, clip art, screenshots, shapes, icons, SmartArt, and charts.

1. Right-click on the visual.
2. Go to “Size & Properties” 
 - For pictures and graphics: Select Format Picture > Size & Properties.
 - For shapes and other visuals: Select Format Shape > Size & Properties.
3. Select Alt Text.
4. Type a description and a title.



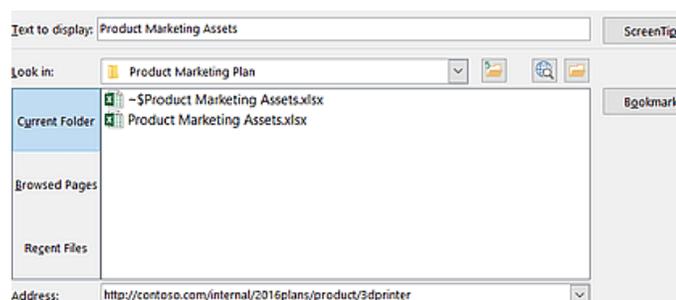
- Include the most important information in the first line, and be as concise as possible.
- Simple visual can only have a description.

Use Sufficient Color Contrast

It is essential that appropriate contrast exist between text and the background. In general, lightly colored text should have a darker background and darkly colored text should have a light background.

Make Hyperlinks Useful

1. Right-click a cell.
2. Select Hyperlink.
3. In the “Text to display” field, type the hyperlink text.
4. In the “Address” field, enter the destination address for the hyperlink.
5. Click the “ScreenTip” button and, in the ScreenTip text box, type a ScreenTip.



Avoid merging cells

This can cause a screen reader user to not know how cells relate to rows and columns.

Avoid blank cells

Don't use blank cells for formatting purposes. It is generally better to use other formatting tools such as adjusting column width or height.

Also, numerous deleted cells in a row might make a screen reader user no more data is available.

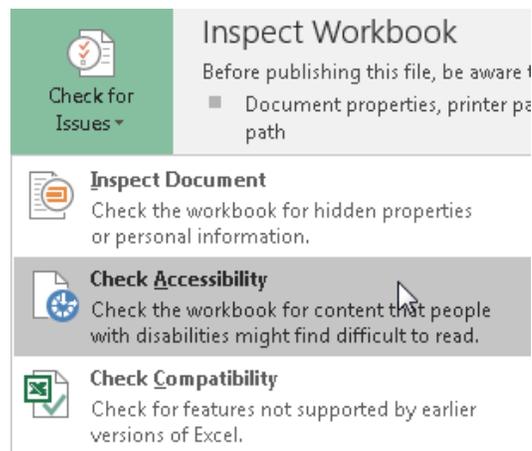
Saving your workbook

Some screen readers will start to read at the location of the active cell. Assure screen readers start at the beginning of the workbook.

1. Go to the first worksheet.
2. Go the cell A1.
3. Save the file.

Accessibility Checker

1. Click on the File tab.
2. Click on the Check for Issues tile
3. Click on “Check Accessibility”.



The inspection results will be categorized as errors or warnings on a right-side pane.

Automated checkers are never fully intuitive and cannot comprehend an user's intent. Sometimes when the results return error free, it does not necessarily mean that the spreadsheet is 100% accessible and conveying all information to screen readers correctly. Do a manual check of the alt text in all images and charts.

Converting to PDF

Depending on the complexity of the data in the spreadsheets, you might need to convert two ways to see which method did a better job converting the accessibility enhancements.

Acrobat Ribbon

- ACROBAT tab > Create PDF and Run Action
- Select “Make Accessible”

Save as Excel

- File tab > Save as Adobe PDF.

Never convert to a PDF by using the “Print to PDF” feature.